

# The Loveless Barn

8400 Highway 100  
Nashville, Tennessee 37221



## INVOICE

DATE:  
INVOICE #

December 1, 2010

Pre Estimate

### CLIENT

Name: Meg Howell  
Company: THDA  
Street Address: 400 James Robertson PKY Suite 1200  
City/State/Zip: Nashville, TN 37243  
Phone #: 615-815-2071  
Email Address: mhowell@thda.org

Event Date: 12/14/2010  
Sales Rep: Wendy Felts  
Customer Contact: Meg Howell  
Fax #:

615-708-4904 cell

Quantity	Description	Unit Price	Total
<b>Menu</b>			
220	Lunch buffet, Dessert Tea, and Coffee	\$ 28.00	\$ 6,160.00
			\$ -
			\$ -
	Total Food Charges		\$ 6,160.00
<b>Bar (non-alcohol)</b>			
	Soda	\$ 1.83	\$ -
	Bottled Water	\$ 1.83	\$ -
	Bar set up fee	\$ 2.00	\$ -
	Total Bar Charges		\$ -
<b>Bar (alcohol)</b>			
	Liquor	\$ 6.00	\$ -
	Wine	\$ 5.00	\$ -
	Beer	\$ 5.00	\$ -
	Beer	\$ 4.00	\$ -
	Total Bar Charges		\$ -
<b>Additional Labor</b>			
	Chef	\$ -	\$ -
9	Servers	\$ 50.00	\$ 450.00
	Bartenders	\$ 150.00	\$ -
	Total Additional Labor Charges		\$ 450.00
<b>Rentals &amp; Venue</b>			
1	Venue Rental Fee -	\$1,000.00	\$ 1,000.00
200	Rentals -	\$ 6.00	\$ 1,200.00
1	Stage Rental (flat fee)	\$ 150.00	\$ 150.00
	Projector Rental -	\$ 225.00	\$ -
	Screen Rental	\$ 125.00	\$ -
1	Production /AV/ Requirements Basic Package	\$ 850.00	\$ 850.00
	Production sound with microphone -		\$ -
	Total Rental & Venue Charges		\$ 3,200.00
<b>Services</b>			
	Valet		\$ -
	Security		\$ -
	Total Services Charges		\$ -
<b>Other</b>			
			\$ -
	Total Other		\$ -

### Payment Details

- ☐ Cash  
☐ Check  
☐ Credit Card

Name \_\_\_\_\_

CC # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

1d on back of card)

SUBTOTAL	\$ 9,810.00
SERVICE CHARGE	\$ 1,388.10
SALES TAX	
TOTAL	\$ 11,198.10
VENUE DEPOSIT	
CATERING DEPOSIT	
BALANCE DUE	\$ 11,198.10

THANK YOU FOR USING THE LOVELESS BARN

**STUDIOS**Hair Salon  
diosinc.com523 THOMPSON LANE • NASHVILLE, TN 37211  
(615) 256-0070 • (800) 366-6701  
SALON (615) 256-HAIR • FAX (615) 259-2011

TAX ID: 62-1301399

PERFORMANCE STUDIOS  
523 THOMPSON LANE  
NASHVILLE TN 37211  
(615) 256-0070

TERM#1

**C O P Y**  
11/24/2010 13:52:30  
**Sale:**INVOICE TYPE:  
INVOICE DATE:  
PAGE:  
SALESPERSON:  
INVOICE NO.: 11.24.10  
DUE DATE: 1  
DISC. DATE: 3  
TERMS: 361764  
TIME:  
HOLD:Transaction # 1  
Card Type: UTSA  
OT **REDACTED**  
Entry: Swiped  
Total: 144.07**ALL SALES FINAL**

REF. 11:26 AM

Reference No.: 00000001  
Auth. Code: 005400  
Respon.: APPROVED

SSIONAL PRODUCT DESCRIPTION ITEM RENTAL INFORMATION	LIST PRICE	SALE PRICE	6713	EXTENSION TX
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CUSTOMER COPY

1 W18476  
1 GR60839  
1 15696  
1 51685

SEQUIN	5.00	4.00	32.00
ISEY APPL	8.00	8.00	32.00
CROW	3.00	3.00	9.00
T GUM .5Z	2.75	2.75	8.25
T GUM RMVR .5Z	1.95	1.95	5.85
WITCH NOSE	5.00	5.00	5.00
ION	3.00	3.00	3.00
PLUS GREEN	5.00	5.00	10.00
HAT BLACK SATIN	9.99	9.99	9.99
HAT TIN MAN	3.00	3.00	3.00
HAT SATIN GREEN TOP	9.99	9.99	9.99
KINGS CROWN RED	12.00	12.00	12.00
CANE BLACK PARADE	3.99	3.99	3.99

Received \$ 144.07 Cr. Card Number **REDACTED**

THANK-YOU!

LIST PRICE	NET TOTAL	SALES TAX	INVOICE TOTAL	RECEIVED	BALANCE	ON ACCOUNT
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144.07

144.07

CUSTOMER

144.07

144.07

0.00

# PERFORMANCE STUDIOS

Cosmetics • Costumes • Hair Salon  
Website: www.performancestudiosinc.com

523 THOMPSON LANE • NASHVILLE, TN 37211  
(615) 256-0070 • (800) 366-6701  
SALON (615) 256-HAIR • FAX (615) 259-2011

TAX I.D. 62-1301399

SOLD FOR

TENNESSEE HOUSING DEVELOPMENT

626001445-00

INVOICE TYPE:

INVOICE DATE:

PAGE: 12.09.10

SALESPERSON: 1

INVOICE NO.: 13

DUE DATE: 362567

DISC. DATE:

TERMS:

TIME:

HOLD: 2:56 PM

REF. 7576

\*\*\* ALL SALES FINAL \*\*\* ALL SALES FINAL

QTY.	STOCK NO.	PROFESSIONAL PRODUCT DESCRIPTION COSTUME RENTAL INFORMATION	LIST PRICE	SALE PRICE		EXTENSION	TX
1	JW02	MENS SHOE PLATS WHITE	35.00	35.00		35.00	
1	G310	GOGO BOOT WHITE 10	29.00	29.00		29.00	
1	889181	LEISURE SUIT ORANGE	39.99	39.99		39.99	
1	63091	60'S BABE BABE	46.00	46.00		46.00	
1	245551	WIG SHAG 70S BLK	24.00	24.00		24.00	
1	W108	WIG MISTY	42.00	42.00		42.00	
1	94712	CHEST HAIR BROWN	19.99	19.99		19.99	
2	N600	WIG CAP NET	2.99	2.99		5.98	
1	E0023	EARRINGS PEACE 3 PK	3.00	3.00		3.00	
1	W0130	SMALL WITCH NOSE	5.00	5.00		5.00	
1	1596	PEACE MEDAL METAL	3.25	3.25		3.25	
1	36012	BOOBS DRAG QUEEN	12.00	12.00		12.00	
1	60783	BRACELETS BANGLE 50PC	3.50	3.50		3.50	
1	230	Spirit Gum Remvr 1z	2.25	2.25		2.25	
1	212	Mastix Spirit Gum 1z	3.85	3.85		3.85	
1	CM-01	VENT MOUSTACHE M-1	13.50	13.50		13.50	
1	S-1	Vent Sideburns S-1	23.00	23.00		23.00	
LIST PRICE 738			NET TOTAL 326.31		INVOICE TOTAL 326.31		
Received \$			326.31 Cr.		RECEIVED 326.31		
326.31			326.31		326.31		
			CUSTOMER		326.31		
					0.00		
					BALANCE 0.00		
					ON ACCOUNT		
					THANK-YOU!		

ORDER FROM PERFORMANCE BUSINESS FORMS 615-259-3647



Meg Howell  
TN Housing Development Agency  
404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243

Date: 12/12/2011  
Invoice No: 018689  
Cust Id: THDA  
Terms: NET 30 DAYS

Page 1 of 1

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12/1/11 Event

Venue Rental - Ford Theater			1,500.00
Venue Rental - Community Room			300.00
Security			360.00
(83) Tour Admissions	83.00 @	14.99	1,244.17
Sound Production			1,000.00
(17) Parking Vouchers	17.00 @	10.00	170.00
Sales Tax			92.50
Less: Event Deposit			-900.00

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Sales Total:

Tax Total:

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Total Due: 3,766.67

remit payment to:  
COUNTRY MUSIC FOUNDATION, INC.  
222 FIFTH AVENUE SOUTH, NASHVILLE, TN 37203  
615.416.2001 ext 2028  
[www.countrymusichalloffame.com](http://www.countrymusichalloffame.com)  
The Country Music Hall of Fame and Museum is operated by the Country Music Foundation, Inc.  
a Section 501(c)(3) not-for-profit educational organization chartered by the state of Tennessee in 1964.



Two Twenty•Two Grill & Catering  
222 Fifth Avenue South  
Nashville, Tennessee 37203

INVOICE NO. 111201CCF

# CATERING INVOICE

Name	TN Housing Development Agency - FINAL		
Address	404 James Robertson Parkway Ste. 1200		
City	Nashville	State	TN ZIP 37243
Phone	615-815-2071		
E-mail	<a href="mailto:mhowell@thda.org">mhowell@thda.org</a>		

Today's Date	12/21/2011
Event Date	12/1/2011
222 Rep.	Anna Van Mol
Cust.Contact	Meg Howell

QTY	DESCRIPTION	UNIT PRICE	TOTAL
225	"Melody" Lunch Buffet	\$30.00	\$6,750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL FOOD CHARGES			\$6,750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL BAR CHARGES			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL LABOR CHARGES			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL ADDITIONAL UPGRADES			\$0.00
			\$0.00
			\$0.00
TOTAL OPTIONAL SERVICES (NON-TAXABLE)			\$0.00
			\$0.00
			\$0.00
			\$0.00
21% Service Charge			\$1,417.50
9.25% Sales Tax on All Non-Bar Costs			\$0.00
Subtotal			\$8,167.50
Less: Catering Deposit			(\$8,791.88)
Total Due			(\$624.38)

**Hall of Fame Grill & Catering, LLC**  
**DBA Two Twenty-Two Grill & Catering**  
**Federal Tax ID 27-0146678**  
**Terms are Net 30**

*Thank you!*

# Invoice



231 Venture Circle  
Nashville, TN 37228  
(615) 244-3007 **phone**  
(615) 726-2772 **fax**  
www.GoldnerAssociates.com

<b>Invoice Number</b>	<b>654096</b>
<b>Invoice Date</b>	10/20/11
<b>Customer's P/O Number</b>	Gibson
<b>Shipped Via</b>	UPS / Truck Inside Delivery
<b>Ship Date</b>	10/17/11
<b>Our Order Number</b>	314694
<b>Customer Number</b>	839100
<b>Salesman</b>	087

**Sold to:** Attn: Josh Gibson  
THDA  
PREBILLED 652454 \$11,222.00  
DNM

**Ship to:** See dropship list below  
0

Ordered	Shipped	Item number	Description	Unit Price	Extended Price
100	100		Guitar Cheese Board (2 locations imprint)	25.30	2530.00
320	320		Guitar Cheese Board (1 location imprint)	23.95	7664.00
			SET UP CHARGE for 2nd location of imprint		68.00
				<b>Subtotal</b>	10262.00
				<b>Shipping</b>	960.00
				<b>Sales tax</b>	.00
				<b>Total</b>	11222.00
				<b>Payments</b>	.00
<b>Terms: NET 10 DAYS</b>				<b>Amount due</b>	<b>11222.00</b>

Original

## Dareyl Adams

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**From:** Meg Howell  
**Sent:** Tuesday, September 04, 2012 2:28 PM  
**To:** Dareyl Adams  
**Subject:** FW: Employee Summer Event Details

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**From:** Meg Howell  
**Sent:** Monday, May 21, 2012 10:39 AM  
**To:** THDA\_All  
**Subject:** Employee Summer Event Details

Good Morning Everyone,

The date for the Employee Summer Event(Picnic) has been set for **Friday, June 22<sup>nd</sup>** at Dave and Buster's. We will start with lunch at 11:00, then fun and games after that, and then ending with training. The event will be over at approximately 2:00 pm. Please use the voting buttons to let me know what activity you would like to participate in. You have a choice of either a game card (in the amount of \$40), bowling, or shopping. Please notice that shopping is one of the activities, so if you choose a game card or bowling you are asked to not go shopping until after the entire event is over. We hope that this will be an enjoyable event for everyone! Please let me know if you have any questions.

Thanks,

*Meg Howell*

Payroll, Recruitment and Retention Specialist  
2071  
HR Helpline – 2075  
HR Help E-Mail – [hrhelp@thda.org](mailto:hrhelp@thda.org)

## Meg Howell

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**From:** Meg Howell  
**Sent:** Wednesday, June 20, 2012 9:37 AM  
**To:** THDA\_All  
**Subject:** Details for Employee Summer Event (Picnic)

Good Morning Everyone,

I hope that you all are excited about our event this Friday. I wanted to give everyone the schedule and menu for the event. I will list the schedule below, but please plan to arrive by 11:00.

11:00 – lunch  
12:00ish – activities (**this is based on the vote that you sent in to me – bowling, game card, or shopping**)  
1:30 – training  
2:00 – dismiss

Please plan on either returning back to the office or get permission from your supervisor to take annual leave for the remainder of your day.

**Menu** – Chicken parmesan with marinara and fresh mozzarella  
Baked garlic ciabatta bread  
Variety of Salads  
Assorted mini desserts

**Address** – Dave and Busters  
540 Opry Mills Drive  
Nashville, TN 37214

If you have any further questions, please let me know.

Thanks,

*Meg Howell*

Payroll, Recruitment and Retention Specialist  
2071  
HR Helpline – 2075  
HR Help E-Mail – [hrhelp@thda.org](mailto:hrhelp@thda.org)

# Dave & Buster's Special Event Contract

540 Opry Mills Drive  
Nashville, TN 37214  
Phone: 615-970-3806  
Fax: 615-232-5022



THDA  
THDA  
Meg Howell

Event Date: 06/22/2012 11:00 AM

Booking Control: 8C91AFDCD594134AB4

Invoice #: 7925

Created Date: 06/21/2012 / 01:59:03 PM  
(Central Time)

Page: 1 of 4

<b>Account:</b> THDA	<b>Sales Person:</b> Jessica Wilder
<b>Contact:</b> Meg Howell	<b>Sales Person:</b> 615-970-3807
	<b>Telephone:</b>
<b>Address:</b> 404 James Robertson Pkwy. Nashville, TN 37243	<b>Booking Status:</b> Definite
<b>Phone:</b> 615-815-2071	
<b>Fax:</b>	
<b>Email:</b> mhowell@thda.org	

Event Date	Time	Event Area	Event	Setup	ATT	GTD
Fri, 6/22/2012	11:00 AM - 2:00 PM	Showroom 2 and 3	Tuscan Picnic	See Notes	200	210
Fri, 6/22/2012	11:00 AM - 2:00 PM	Entire 9-Ball Lounge	Tuscan Picnic	See Notes	200	210
Fri, 6/22/2012	12:00 PM - 2:00 PM	Bowling Lanes 5-12	No Buffet	Booth Space	64	64

Setup Notes	Menu
<p>Thank you for booking your event at Dave &amp; Buster's at Opry Mills.</p> <p>When you arrive the day of the event, let our staff at the front desk know that you are the host of the event so that we may contact the manager who will be working with you. Please plan to spend about 10 minutes with the manager when you arrive to review your paperwork and receive any Power Cards, Drink Tickets, or wristbands you may have requested. The manager will be checking in with you throughout the event - if you need anything at all, don't hesitate to ask! When your guests arrive for the event, they will also be greeted by our staff and directed to your space.</p> <p><b>**Please setup Registration Table in Hallway**</b></p> <p><b>AGENDA:</b></p> <p>11:00a Tuscan Picnic Buffet in SR 2/3 and 9Ball Lounge</p> <p>12:00p Bowling &amp; Game Play in Midway</p> <p>12:30p D&amp;B Staff to change setup in SR 2/3 to Theater Style Seating</p> <p>1:15p Meeting in SR 2/3 ((Needs Podium, Screen, &amp; Mic))</p> <p>Please see Jessica with Questions</p>	<p><b>Tuscan Picnic 11:00 AM - 2:00 PM Entire 9-Ball Lounge</b></p> <p><b>210 The Tuscan Picnic at 11am @ \$13.49 per person</b>  Chicken parmesan  with marinara and fresh mozzarella  Baked garlic ciabatta bread  A trio of freshly tossed salads;  Caesar salad  Antipasto alla Caprese  with fresh mozzarella, tomatoes, and roasted peppers  Spinach salad with mushrooms, red onions, candied pecans and smoked crispy bacon  tossed with honey mustard dressing</p> <p><b>210 Unlimited coffee, tea and sodas @ \$2.59 per person</b>  Includes Fountain Sodas, pink lemonade, coffee, iced tea &amp; hot tea. (D&amp;B bottled Root Beer, Milk, juice &amp; smoothies/virgin drink are billed at an extra cost, &amp; are not included)</p> <p><b>210 Assorted mini desserts @ \$3.69 per person</b></p>
	Notes
	<p><b>Decorations:</b> We do not allow confetti, glitter, silly string or other small particle items. We also request that you do not tape to the walls or artwork in the rooms. If you use small particles items, a \$150.00 Clean Up Fee will charged to the master account.</p> <p><b>Outside Cakes:</b> No ice cream cakes allowed. There will be no refrigeration of outside cakes.</p> <p><b>Event Area Rental:</b> Event area is reserved for the specific times agreed upon per the contract at time of signing. Should additional rental time be needed, it is based on availability @ \$50.00 per hour and must be approved the Manager on Duty. Otherwise, event areas</p>

**Dave & Buster's**  
**Special Event Contract**

540 Opry Mills Drive  
Nashville, TN 37214  
Phone: 615-970-3806  
Fax: 615-232-5022



THDA  
THDA  
Meg Howell

Event Date: 06/22/2012 11:00 AM

Booking Control: 8C91AFDCD594134AB4

Invoice #: 7925

Created Date: 06/21/2012 / 01:59:03 PM  
(Central Time)

Page: 2 of 4

**Entertainment Notes**

**Tuscan Picnic 11:00 AM - 2:00 PM Entire 9-Ball Lounge**

**170 Double Play Power Cards (284.5 chips per card) @ \$20.00 per person**

Promotion coupon must be referenced at the time of booking, and presented at the time of the event. Double Play Power Cards are only available through Special Events and in conjunction with a regularly priced group buffet. Double Play Power Cards are available for events that occur between May 1, 2012 to July 29, 2012 only. Double Play Power Cards can not be combined with any other offer or used for credit or refunds for past or future events. Valid at participating locations only. A \$2.00 Activation Fee is required for all Power Cards.

**170 Power Cards Activation Fee (Includes 10 bonus chips per card) @ \$2.00 per Card**

**Bowling Lane Rental - 8 lanes for 2 hours at \$50/hour @ \$50.00**  
When booking through Special Events your bowling shoe rental is included.

Socks can be purchase for additional fee of \$2.50 based on availability.

The addition of a bowling lane(s) and/or extended time will result in additional charges.

must be vacated at the time specified in the contract.

**AV Equipment:** If you are using any AV equipment from D&B, we recommend that you come by prior to the day of your event to test the communication between your laptop and the LCD Projector. Outside Vendors (DJ, etc) are not allowed to use our equipment. Additional items can be rented if needed.

**Confirming Your Event:** Please sign and return ALL pages of the contract. A form of payment is also required.

**Beverage**

**Tuscan Picnic 11:00 AM - 2:00 PM Entire 9-Ball Lounge**

THDA will not be providing nor promoting the consumption of alcoholic beverages at this event. Event host has requested not to have a bartender for this event and the Bartender Fee has been waived.

**SUMMARY OF CHARGES**

**Dave & Buster's**  
**Special Event Contract**

540 Opry Mills Drive  
Nashville, TN 37214  
Phone: 615-970-3806  
Fax: 615-232-5022



THDA  
THDA  
Meg Howell

Event Date: 06/22/2012 11:00 AM

Booking Control: 8C91AFDCD594134AB4

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Created Date: 06/21/2012 / 01:59:03 PM  
(Central Time)

Page: 3 of 4

**Subtotal**

**Food**

210 The Tuscan Picnic at 11am @ \$13.49	\$2,832.90
210 Unlimited coffee, tea and sodas @ \$2.59 Each	\$543.90
210 Assorted mini desserts @ \$3.69 Each	\$774.90
<b>Subtotal Food:</b>	<b>\$4,151.70</b>

**Amusements**

170 Double Play Power Cards (284.5chips per card) @ \$20.00 Each	\$3,400.00
170 Power Cards Activation Fee (Includes 10 bonus chips per card) @ \$2.00 Card	\$340.00
16 Bowling Lane Rental - 8 lanes for 2 hours at \$50/hour @ \$50.00 Each	\$800.00

Entire 9-Ball Lounge Rental Fee	\$250.00
Showroom 2/3 Rental Fee	\$250.00
	\$0.00

\$4,000 - P.O.#12-1401  
6/6/12

\$5,499.01 - P.O.#12-1465  
6/21/12

\$1,440.00 - P.O.#12-1470  
6/21/12

<b>Subtotal:</b>	<b>\$9,191.70</b>
<b>Less Deposits:</b>	<b>\$4,000.00</b>
<b>Subtotal:</b>	<b>\$5,191.70</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Gratuities:</b>	<b>\$747.31</b>
<b>Balance Due:</b>	<b>\$5,939.01</b>

# Internal Memo



To: Wayne Beard  
From: Ted Fellman  
Date: May 28, 2009  
Regarding: Check Request

*Ted Fellman*

*✓ 05290903*  
*✓ 05290904*

I am approving a check in the amount of \$75.00 to purchase gift cards for the THDA Picnic. Please make check payable to Target.

I am approving a check in the amount of \$75.00 to purchase gift cards for the THDA Picnic. Please make check payable to Wal-Mart.

Thanks for your assistance.

Meg Howell

*MEH*



# Internal Memo



*Leading Tennessee Home*

To: Wayne Dickerson \_\_\_\_\_  
From: Linda Jones \_\_\_\_\_  
Date: 7/9/09 \_\_\_\_\_  
Regarding: Check for gift cards \_\_\_\_\_

*(Handwritten initials)*

*4*

Wayne, as per the attached supply request from Vicki George/Laura Sinclair, please issue a check for \$250.00 to Kroger.

This is for five (5) \$50 gift cards to be given away at the HBEI Peer Event.

These cards are needed for Friday morning 7/10/09, so please issue the check today as soon as possible.

Thanks,  
*Linda Jones*  
Linda

*07090901*

*7/9/09*

# Internal Memo



To: Wayne Beard, Director of Finance

From: Ted R. Fellman, Executive Director

Date: September 30, 2009

Regarding: Employee Recognition/Gift Cards

We have had a couple of impressive accomplishments during the past couple of months – both worthy of celebration. We have successfully transitioned into the new Edison system and we have been successful in lobbying HUD for a significant amount of additional funding for the Housing Choice Voucher program.

Several employees have been identified by their Director as being instrumental in one or both of these successes. To celebrate their work and express a more practical show of appreciation, I am presenting gift cards to each individual.

**With this in mind, please process a check to Wal Mart in the amount of \$1,075.**

Thank you for processing this request today. If you need additional information please let me know.

0930906

# Internal Memo



*Leading Tennessee Home*

**To:** Wayne Beard

**From:** Meg Howell

**Date:** November 3, 2009

**Regarding:** Check Request

4  
11030908

I am approving a check in the amount of \$100.00 be made out to Target for door prizes during the TECC event.

Thanks for your assistance.

TR/mh

APPROVED  
*Ted R. Allen*  
11-3-09

## Internal Memo



**To:** Wayne Beard, Director of Finance

**From:** Ted R. Fellman, Executive Director

**Date:** November 4, 2009

**Regarding:** Employee Recognition/Gift Cards

*Ted R. Fellman*

*Leading Tennessee Home*

*11040901*

We have recently completed a major system conversion in our Section 8 Contract Administration division. The staff had to work in both the old and new systems for several months until the conversion was complete. During this time they performed at a high level to ensure that Housing Assistance Payments were made timely and accurately and all other work in the division was completed as well. This is a significant accomplishment.

Cheryl Jett, the division director, has identified staff that were instrumental in this success. To celebrate their work and express a more practical show of appreciation, I am presenting gift cards to each individual.

With this in mind, please process a check to Target in the amount of \$950.

Thank you for processing this request today. If you need additional information please let me know.

## Internal Memo



**To:** Wayne Beard, Director of Finance  
**From:** Ted R. Fellman, Executive Director  
**Date:** November 18, 2009  
**Regarding:** Employee Recognition/Gift Cards

THDA recently conducted its 5<sup>th</sup> annual Governor's Housing Summit and the event was very successful. Several staff within the Public Affairs division went "above and beyond" in working on the Summit to ensure the event was successful.

In addition, several THDA staff has taken on additional responsibilities throughout the year by serving as Safety Officers for their floors. These duties are important because THDA takes employee safety very seriously. These safety officers attended training, conducted evacuation tests and agreed to be responsible for their co-workers during emergency situations.

In both of these cases we have identified the staff that was instrumental in making both initiatives successful. To celebrate their work and express a more practical show of appreciation, I am presenting gift cards to each individual.

With this in mind, please process a check to Wal-Mart in the amount of \$900.

Thank you for processing this request. If you need additional information please let me know.

11180905

# Internal Memo



*Leading Tennessee Home*

**To:** Wayne Beard

**From:** Meg Howell

**Date:** November 24, 2009

**Regarding:** Check Request

✓ 11250901

I am approving a check in the amount of \$5125.00 be made out to WalMart for Employee Appreciation Gifts.

Thanks for your assistance.

TRF/mh

APPROVED  
Ted R. [Signature]  
11-24-09

\$25 gift cards to staff

# Internal Memo

---



*Leading Tennessee Home*

**To:** Wayne Beard

**From:** Meg Howell

**Date:** December 1, 2009

**Regarding:** Check Request

I am approving a check in the amount of \$250.00 be made out to WalMart for the TECC final drawing.

Thanks for your assistance.

TRF/mh

APPROVED  
*Ted R. [Signature]*  
12-1-09

✓  
12020901

# Internal Memo



To: Wayne Beard, Director of Finance  
From: Ted R. Fellman, Executive Director  
Date: December 23, 2009  
Regarding: Employee Recognition / Gift Card

*Leading Tennessee Home*

Today THDA closed on bond issue 2009 A/B, a \$400 million deal that involved the newly created New Issuance Bond Program (NIBP).

The NIBP created an opportunity for THDA, but it was also extremely difficult to implement because of the complexity of dealing with a new federal program (including daily changes to guidance and expectations) and the short timelines by which the transaction (and all the work leading up to the final closing) had to be accomplished.

Deb Sanders, the Legal Executive Assistant for THDA, went "above and beyond" in fulfilling her duties during this bond transaction. According to Lynn Miller "this deal absolutely could not have gotten done without Deb ... she went above and beyond to make sure we met our timetable and she did it with grace and good humor."

To celebrate Deb's work and express a more practical show of appreciation, I am presenting a gift card to her. With this in mind please process a check to Wal Mart in the amount of \$150.

Thank you for processing this request. If you need additional information please let me know.

✓  
12280901



## Internal Memo



**To:** Wayne Beard

**From:** Meg Howell

**Date:** March 19, 2010

**Regarding:** Check Request

I am approving a check in the amount of \$40.00 made payable to Target for employee prizes.

Thanks for your assistance.

TRF/mh

03 221001



## Internal Memo

*Leading Tennessee Home*

To: Wayne Beard

From: Meg Howell

Date: June 1, 2010

Regarding: Check Request

*Tracy R. Allen*

Our agency has been collecting money from our employees to help our co-workers who have been affected by the flood. The money (\$4600.00) collected from our co-workers will be deposited into THDA's Trustee account. I am requesting that checks be made out to the vendors listed below :

Wal-Mart : \$1100.00 - 06021002 ✓  
Target - \$1100.00 - 06021003 ✓  
Lowe's - \$1210.00 - 06021004 ✓  
Bed, Bath & Beyond - \$280.00 - 06021005 ✓ V= 2641 - CIR= 99975  
Macy's - \$360.00 - 06021006 ✓ V= 2642 - CIR= 99977  
Home Depot - \$350.00 - 06021007 ✓ V= 2643 - CIR= 99978  
JCPenney - \$200.00 - 06021008 ✓ V= 2644 - CIR= 99979

Thanks for your assistance.

TRF/mh

Operations Use Only

Vendor: Carmike Cinemas

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**Purchase Order**

11-0155

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

**PO # Must be on Invoice!**

Division: \_\_\_\_\_

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1	Check made payable to Carmike Cinemas			21.00	
	<i>Vendor # 2775</i>				
	<i>Cross Ref # 103879</i>				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \$21.00

Comments:

This is for Cheryl Brown who won this prize during the Easter Egg Hunt.

\*Must Have Part No.\*

Date:

5/13/11  
5/16/11

Requested by: Meg Howell *[Signature]*

Division Director: *[Signature]*

Over \$1,000 -CFO: \_\_\_\_\_

Over \$2,000-Ex Director: \_\_\_\_\_

Buyer: \_\_\_\_\_

Operations Use Only

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



Purchase Order

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

**PO # Must be on Invoice!**

Division: \_\_\_\_\_

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
12	Gift Cards to Wal-Mart; each for \$100.00		100.00	1200.00	

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \_\_\_\_\_

Comments:

HBEI Peer Session

rec'd 9/7/11

\*Must Have Part No.\*

Requested by: Lindsay Pully

Division Director: \_\_\_\_\_

Over \$1,000 -CFO: \_\_\_\_\_

Over \$2,000-Ex Director: \_\_\_\_\_

Date: \_\_\_\_\_

Buyer: \_\_\_\_\_

Operations Use Only:

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

**Operations Use Only**

Vendor: Wal-Mart  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_



**Purchase Order**

13-0055

Tennessee Housing Development Agency  
 404 James Robertson Pkwy Ste 1200  
 Nashville, TN 37219  
 (615) 815-2200

7-12-12

**PO # Must be on Invoice!**

Division: Single Family

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
	Please make check to: Wal-Mart			1500.00	
	Need Gift Cards for HBEI Peer Session 14 @ \$100.00 1 @ \$50.00				

**THDA is exempt from sales tax. A form will be provided upon request by Operations.**

Total 1500.00

**Comments:**

These items are for drawings at the Peer Session event. Funds are offset by sponsorship funds. Please deliver check to Nancy Herndon.

Need by 4:00 p.m. Friday

**\*Must Have Part No.\***

Date:

7/12/12

7/12/12

7/12/12

Requested by: Lindsay Hall

Division Director: [Signature]

Over \$1,000 -CFO: [Signature]

Over \$2,000-Ex Director: \_\_\_\_\_

Received By:

62646

Date Received:

7/12/12

Buyer: \_\_\_\_\_

**Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.**

Operations Use Only

Vendor: Promotions  
 Address: by George  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_



Purchase Order

12-0505

Tennessee Housing Development Agency  
 404 James Robertson Pkwy Ste 1200  
 Nashville, TN 37219  
 (615) 815-2200

82  
10-19-11

PO # Must be on Invoice!

Division: Human Resources

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
128	Logo Wear Embroidered Items 50% Payment				
	This PO is for 1/2 of the total amount (as a deposit) Another request / PO will be issued when order is complete.				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \$2312.00

Comments:

This purchase is to pay for logo wear given to new staff & staff that interfaces regularly with public per Ted.

\*Must Have Part No.\*

Requested by: Monti McClellan

Division Director: \_\_\_\_\_

Over \$1,000 -CFO: \_\_\_\_\_

Over \$2,000-Ex Director: \_\_\_\_\_

*[Signature]*

Date:

10/19/11

10/19/11

Operations Use Only:

618 48 10/20/11

Buyer: \_\_\_\_\_

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.



## Promotions by George

163 Clarendon Circle  
Franklin, TN 37069

Phone # 615-846-5539

georgepromosbygeorge.com

Fax # 615-309-8076

www.promosbygeorge.com

11/5/2011

11069

Tennessee Housing Development Agency  
Monti McClellan  
404 James Robertson Parkway Towers  
Nashville, TN 37243-0900

Tennessee Housing Development Agency  
Monti McClellan  
404 James Robertson Parkway Towers  
Suite 1200  
Nashville, TN 37243-0900

11069		Net 15	CZ	10/28/2011	UPS Ground
5	354064	Nike Ladies Dri Fit	30.34	151.70T	
10	373749	Nike Dri-fit Pebble Texture Sport Shirt	30.34	303.40T	
2	373749	Nike Dri-fit Pebble Texture Sport Shirt (2XL)	33.34	66.68T	
2	373749	Nike Dri-fit Pebble Texture Sport Shirt (3XL)	36.34	72.68T	
1	373749	Nike Dri-fit Pebble Texture Sport Shirt (4XL)	39.34	79.34T	
3	F220	PA 1/4 Zip Pullover	38.98	116.94T	
3	J764	PA Legacy Jacket	45.98	137.94T	
1	J764	PA Legacy Jacket (2XL)	48.98	48.98T	
1	J764	PA Legacy Jacket (3XL)	51.98	51.98T	
2	K800	PA Super Soft Sport Shirt	26.84	53.68T	
13	L221	PA Ladies Full Zip Jacket	38.98	506.74T	
1	L221	PA Ladies Full Zip Jacket (2XL)	41.98	41.98T	
5	L515	PA Ladies Cardigan	26.84	134.20T	
1	L516C	PA Ladies Scoop Tee	19.84	19.84T	
1	L517	PA Ladies 3/4 Sleeve	21.58	21.58T	
2	L518	PA Ladies LS Scoop Tee	21.58	43.16T	
10	L519	PA Ladies Full Zip Jacket	31.98	319.80T	
1	L519	PA Ladies Full Zip Jacket (2XL)	34.98	34.98T	
1	L519	PA Ladies Full Zip Jacket (3XL)	37.98	37.98T	
4	L612	PA Ladies 3/4 Sleeve Shirt	23.34	93.36T	
1	L628	PA Ladies Open Neck Blouse	30.34	30.34T	
3	L629	PA Ladies 3/4 Sleeve Open Neck	30.34	91.02T	
1	L629	PA Ladies 3/4 Sleeve Open Neck (3XL)	36.34	36.34T	
32	L764	PA Ladies Legacy Jacket	45.98	1471.36T	
4	L764	PA Ladies Legacy Jacket (2XL)	48.98	195.92T	
4	L800	PA Ladies Soft Polo	26.84	107.36T	
I appreciate your business! George			Subtotal		
			Sales Tax (0.0%)		
			Total		
			Payments/Credits		
			Balance Due		

**Promotions by George**

163 Clarendon Circle  
Franklin, TN 37069

Phone # 615-846-5534  
Fax # 615-309-8076

george@promosbygeorge.com  
www.promosbygeorge.com

11/5/2011	11069
-----------	-------

Tennessee Housing Development Agency  
Monti McClellan  
404 James Robertson Parkway Towers  
Nashville, TN 37243-0900

Ship To: **RECEIVED**  
Tennessee Housing Development Agency  
Monti McClellan  
404 James Robertson Parkway Towers  
Suite 1200  
Nashville, TN 37243-0900

Invoice Number		Terms	Ref	Date	Carrier
11069		Net 15	GZ	10/28/2011	UPS Ground
Qty	Item Code	Description	Price	Ext Price	
1	L800	PA Ladies Soft Polo (2XL)	29.84	29.84T	
1	S508	PA S/S Easy Care	23.34	23.34T	
1	S508	PA S/S Easy Care (2XL)	26.34	26.34T	
2	S608	PA L/S Easy Care	23.34	163.38T	
3	SW276	PA Sweater Vest	31.98	95.94T	
1	SW276	PA Sweater Vest (2XL)	34.98	34.98T	
1	Digitization	Digitization	68.00	68.00T	
1	S&H	Shipping & Handling	67.76	67.76T	
I appreciate your business! George			<b>Subtotal</b>	\$4,738.86	
			<b>Sales Tax (0.0%)</b>	\$0.00	
			<b>Total</b>	\$4,738.86	
			<b>Payments/Credits</b>	\$-2,312.01	
			<b>Balance Due</b>	\$2,426.85	





# Promotions by George

163 Clarendon Circle  
Franklin, TN 37069

Phone # 615-846-5539

george@promosbygeorge.com

Fax # 615-309-8076

www.promosbygeorge.com

# 1699.14

✓

Invoice

3/9/2012

12020

Shelly Kitts  
Tennessee Housing Development Agency  
404 James Robertson Parkway Towers  
Nashville, TN 37243-0900

Tennessee Housing Development Agency  
404 James Robertson Parkway Towers  
Suite 1200  
Nashville, TN 37243-0900  
attn: Shelly Kitts

12020

Net 15

GZ

2/22/2012

UPS Ground

250 69218  
1 Set Up  
1 Proof  
1 S&H

18 oz Poly Saver Matte Bottle  
Reorder Set Up  
Digital Proof  
Shipping & Handling

1.85  
45.00  
10.00  
63.69

462.50T  
45.00T  
10.00T  
63.69T

Ted Keller  
3-15-12

I appreciate your business! George

Subtotal

\$581.19

Sales Tax (0.0%)

\$0.00

Total

\$581.19

Payments/Credits

\$0.00

Balance Due

\$581.19



# Promotions by George

163 Clarendon Circle  
Franklin, TN 37069

Phone # 615-846-3539

Fax # 615-309-8076

george@promosbygeorge.com

www.promosbygeorge.com

Invoice

3/12/2012	12019
-----------	-------

Shelly Kitts  
Tennessee Housing Development Agency  
404 James Robertson Parkway Towers  
Nashville, TN 37243-0900

Tennessee Housing Development Agency  
404 James Robertson Parkway Towers  
Suite 4200  
Nashville, TN 37243-0900  
attn: Shelly Kitts

12019		Net 15	GZ	2/27/2012	UPS Ground
12	4625	Endurance Locker Duffel		32.98	345.76T
1	Digitization	Embroidery Set Up		68.00	68.00T
1	S&H	Shipping & Handling		37.94	37.94T
I appreciate your business! George			Subtotal		\$501.70
			Sales Tax (0.0%)		\$0.00
			Total		\$501.70
			Payments/Credits		\$0.00
			Balance Due		\$501.70



# Promotions by George

163 Clarendon Circle  
Franklin, TN 37069

Phone # 615-846-5539

george@promosbygeorge.com

Fax # 615-309-8076

www.promosbygeorge.com

Invoice

3/9/2012

12021

Shelly Kitts  
Tennessee Housing Development Agency  
404 James Robertson Parkway Towers  
Nashville, TN 37243-0900

Tennessee Housing Development Agency  
404 James Robertson Parkway Towers  
Suite 1200  
Nashville, TN 37243-0900  
attn: Shelly Kitts

12021		Net 15	GZ	2/24/2012	Federal Express
250	DRAWBKSK	Drawstring Back Pack		2.09	522.50T
1	Set Up	Set Up		50.00	50.00T
1	Proof	Email Proof		10.00	10.00T
1	S&H	Shipping & Handling		33.75	33.75T
<p>Cost Center to be charged?</p> <p>EXECUTIVE</p> <p>3-15-12</p>					
I appreciate your business! George			Subtotal		\$616.25
			Sales Tax (0.0%)		\$0.00
			Total		\$616.25
			Payments/Credits		\$0.00
			Balance Due		\$616.25

## Gifts Not Forgotten

559 Turtle Creek Dr.  
Brentwood, TN  
37027 615-661-5140

## Invoice

Date	Invoice #
3/18/2010	7486

### Bill To

TN Housing Development Agency  
404 James Robertson Parkway  
Ste 1200  
Nashville, TN  
37243-0900

✓  
03061002

P.O. No.	Terms	Project
Patricia Smith	Net 15	

Quantity	Description	Rate	Amount
5,000	Royal blue junior padfolio with 1/color imprinting	2.90	14,500.00
	Set-up Charge	50.00	50.00
	Sub total of services		14,550.00
	Shipping & Handling	1,457.00	1,457.00
	Exempt From Sales & Use Tax	0.00	0.00
		<b>Total</b>	<b>\$16,007.00</b>

JP 3/26/10

OK  
JMS  
4/25/10

# Gifts Not Forgotten

559 Turtle Creek Dr.  
Brentwood, TN  
37027 615-661-5140

## Invoice

Date	Invoice #
10/22/2010	7543

Bill To
TN Housing Development Agency 404 James Robertson Parkway Ste 1200 Nashville, TN 37243-0900

✓  
11121003

P.O. No.	Terms	Project
Debby Beard	Net 15	

Quantity	Description	Rate	Amount
2,000	Red translucent/silver multi tip screwdriver tool with LED light.	1.59	3,180.00
	One side/one location imprinting	50.00	50.00
	Set-up Charge	265.34	265.34
	Shipping & Handling	0.00	0.00
	Exempt From Sales & Use Tax		
# 3495 34 CE 14 11/4/10 PMS			
Total			\$3,495.34

Operations Use Only

Vendor: Pasta Shoppe  
Address: 2727 Eugenia  
Nashville TN 37211  
Phone: 800-247-0188  
Fax: \_\_\_\_\_  
Email: john@pastashoppe.com



Purchase Order

12-0370

Tennessee Housing Development Agency  
404 James Robertson Pkwy Ste 1200  
Nashville, TN 37219  
(615) 815-2200

PO # Must be on Invoice

Division: Public Affairs

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1,000	pasta - houses & hearts				\$2,000.00
	no cost for shipping; will be picked up by THDA				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \$2,000.00

Comments:

\*Must Have Part No.\*

Requested by: Lisa Crowell

Division Director: Patricia M. Smith

Over \$1,000 -CFO: JP

Over \$2,000-Ex Director: \_\_\_\_\_

Date:

9-19-11

9-19-11

9/20/11

Buyer: \_\_\_\_\_

Operations Use Only:

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: Bacon+Caviar Inc.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



Purchase Order

12-1433

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

6-14-12

PO # Must be on Invoice!

Division: Contract Administration

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1	Lunch payment - BBQ Market				87.01

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total 87.01

Comments:

This is a check request for payment of lunch catered by BBQ Market for an all-day meeting June 15, 2012. We will need the check by close of business here on Thursday, June 14, 2012. Thank you!

\*Must Have Part No.\*

Requested by: Becky Roberts

Division Director: Cheryl Galt

Over \$1,000 -CFO: \_\_\_\_\_

Over \$2,000-Ex Director: \_\_\_\_\_

Date:

6/13/12

6/14/12

Date Received:

Buyer: \_\_\_\_\_

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

BACON & CAVIAR, INC./B & C  
 BRO  
 2617 Franklin Pike Unit #112  
 Nashville, TN 37204

# Invoice

Date
6/14/2012

Bill To
Tn Housing Development Association

Terms	Project
	061512 Tn housing ...

Item	Quantity	Description	Rate	Amount
Lunch	1	brisket plate	8.99	8.99
Lunch	1	vegetable plate	4.25	4.25
Lunch	7	chicken plate	7.75	54.25
Lunch	9	drinks	1.35	12.15
Sales Tax	79.64		0.0925	7.37
			<b>Total</b>	\$87.01
			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$87.01
			<b>Job Total Balance</b>	\$87.01

Phone #	Fax #	E-mail
615-457-3473	615-457-3475	baconandcaviar@gmail.com



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To print this report, please use your browser's print feature.

PeopleSoft.

## Expense Report

0000397538

Theodore Fellman

EmplID: REDACTED

**Report Date:** 07/13/2011 4:02:43PM **Status:** Pending

**Description:** Dinner with New Board Chair

**Business Purpose:** Executive Management Functions

**Comment:** Dinner with New THDA Board of Directors' Chairman and Senior Staff

<u>Date</u>	<u>Expense Type</u>	<u>Merchant</u>	<u>Location</u>	<u>Amount</u>	<u>Currency</u>
07/12/2011	Food for Others			149.48	USD

## Expense Report Totals

<b>Employee Expenses:</b>	149.48 USD	<b>Total Due Employee:</b>	149.48 USD
<b>Non-Reimbursable Expenses:</b>	0.00 USD	<b>Total Due Vendor:</b>	0.00 USD
<b>Prepaid Expenses:</b>	0.00 USD		
<b>Employee Credits:</b>	0.00 USD		
<b>Vendor Credits:</b>	0.00 USD		
<b>Cash Advances Applied:</b>	0.00 USD		

I certify that the information provided above is an accurate record of expenses incurred.

7-13-2011

Employee Signature

Date

Approved By

Date

[Return to Expense Report Entry](#)

SUNSET GRILL  
www.sunsetgrill.com  
2001A Belcourt Ave  
Nashville, TN 37212  
6153863663 TN 3

Server: BO DOB: 07/12/2011  
07:15 PM 07/12/2011  
Table 15/1 6760029

MC 3145741  
CARD **REDACTED**  
Signature card present: fellman theodore r  
Approval: 000961

Amount: 124.40  
+ tip: 25.00  
= Total: 149.40

approval: 000961

Gift Cards available  
Book your Holiday Party  
Reservations Now  
Thank you for joining us!

CUSTOMER COPY

## Internal Memo



To: Donna Sherrell through Joe Brown  
From: Jeboria Scott  
Date: August 21, 2009  
Regarding: Check Request—Chattanooga Riverboat

The Rental Assistance division will be attending a Chattanooga Riverboat Dinner Cruise on September 1, 2009, as a part of our statewide meeting. The Rental Assistance employees have been asked to make a \$5.00 contribution as well as the total cost of any guests (\$25.00/person) to cover a part of the cost for this event. The agency is paying \$20. per person for 65 employees. Employees will be instructed to remove the dinner portion of their per diem from their travel claims.

Ted has approved this group activity. This is the amended version of this memo. I am requesting a check for the Chattanooga Riverboat Co. in the amount of ~~\$1,787.04~~. The check should be made payable to the address and company listed below:

Chattanooga Riverboat Co.  
201 Riverfront Parkway, pier 2  
Chattanooga, TN 37402

Tax ID # 62-1198088

*8/27/09*

*08 270902*

*V = 2509  
C/R = 9534*



Great Smoky Mountain  
Murder Mystery Dinner Show  
Murder, LLC  
2682 Teaster Lane  
Pigeon Forge, TN 37863  
Phone: 866-908-1050  
Fax: 866-908-7363

## Invoice

TN Housing Development Agency

Phone: 615-815-2164

Cell:

Fax:

jscott@thda.org

Company: TN Housing Development Agency

Name: Jeboria Scott

Address:

Date	Description	Quantity	Price	Total
1/18/2011	Group Tickets-tax exempt	46	\$29.18	\$1342.28

### Payment/Credit

Date	Description	Amount
1/18/2011		

Total Credit:

### Show Info

Date of Show: 5/10/2011

Show Time: 5:00pm

- ☐ Frankly Scarlett, You're Dead  
☐ Murder on American Idle  
☐ Whodunnit Lucy

### Special Requests

Please arrive at theater no later than  
4:30pm!!

Amount Due: \$1,342.28

Due Date: 4/26/2011



# Internal Memo

To: Trent Ridley  
From: Jeboria Scott  
Date: Friday, April 29, 2011  
Regarding: Check Request-Dinner Show

The Rental Assistance division will be attending a Great Smokey Mountain Murder Mystery Dinner Show on May 10, 2011 as a part of our S8RA Statewide Meeting group activity. The Rental Assistance employees have been asked to make a \$6.15 contribution and will use their per diem meal allotment to cover the cost for this event. Each invited guest will pay the full group rate. The agency is asked to make check payable to the company listed below in the amount of \$29.18 per person for 46 participants. Employees will be instructed to remove the dinner portion of their per diem from their travel claims.

Ted has approved this group activity and the contract is attached to this memo. I am requesting a check in the amount of \$1,342.28. The total amount has changed because additional staff members have decided to attend. The check should be made payable to the address and company listed below:

**Great Smokey Mountain Murder Mystery Dinner Show**  
2682 Teaster Lane  
Pigeon Forge, TN 37863  
(865) 908-7363

Tax ID # 27-1206542

Vendor # 2771  
C/Rf # 1038 103686

Operations Use Only

Vendor: Tusculum Lanes

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



Purchase Order

12-0483

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

*JP*  
10-13-11

**PO # Must be on Invoice!**

Division: Executive

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1	Check made payable to Tusculum Lanes			167.99	
	Need today 10-13-11 per Meg				

**THDA is exempt from sales tax. A form will be provided upon request by Operations.**

Total \_\_\_\_\_

**Comments:**

This check is for the Janice Mash Gutter Duster Classic. The employees have paid Meg Howell in cash/check and these funds will be given to Fiscal to be placed on the check log.

**\*Must Have Part No.\***

Requested by: Meg Howell

Division Director: \_\_\_\_\_

Over \$1,000 -CFO: Ted R. Adellan

Over \$2,000-Ex Director: \_\_\_\_\_

Date:

10/13/11

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer: \_\_\_\_\_

Operations Use Only:

61827 10/13/11

**Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.**



Ron Culberson, MSW, CSP  
Speaker, Author, Humorist

*It's not about the days in your life, but the life in your days. - Abraham Lincoln*

## INVOICE

Date: July 24, 2012

Patricia M. Smith  
TN Housing Development Agency  
404 James Robertson Pkwy., Suite 1200  
Nashville TN 37243

Please remit payment for the following service(s):

Date	Service	Fee
October 10, 2012	50% Deposit for speaking fee.	\$4,000.00
	Contract# 31620-00155	
	<b>Total Due:</b>	<b>\$4,000.00</b>

To avoid a visit from our cousin Bubba, payment is due: Upon receipt.

Please make check payable to FUNsulting, etc.

Thank you.

*Patricia M. Smith*  
*7/25/12*

12698  
8/1/12



Post Office Box 120246  
Nashville, Tennessee 37212  
(615) 525 5515

**INVOICE**

Tennessee Housing Development Agency  
Accounts Payable  
404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0090  
Attention: Accounts Payable

4  
11250902

Invoice Number: 9161  
Invoice Date: November 12, 2009  
Invoice Period: October 1- November 15, 2009  
Contract Number: 31620-003  
Account Name: Tennessee Housing Development Agency: Human Resources  
Account/Customer #: none  
Contractor Name: Primary Leadership, LLC  
EIN#: 20-2123981  
Contact Name: Primary Leadership, LLC  
Contractor Contact: Mark Cappellino, 615-383-9886  
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
19	Coaching Sessions (Hour 6) – 1 hrs. ea.	\$400/hr	\$7,600
24	November 9 & 10 Workshop – 2 facilitators x 12 hours each	\$400/hr	\$9,600

Total due upon receipt **\$17,200**

*Thank you for your confidence and your business!*

*MJ Cappellino*



**INVOICE**

Tennessee Housing Development Agency  
Accounts Payable  
404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0090  
Attention: Accounts Payable

Invoice Number: 9167

Invoice Date: December 17, 2009

Invoice Period: December 15 - December 16, 2009

Contract Number: No Contract # on Contract – please see Tracye Mayolo

Account Name: Tennessee Housing Development Agency: Human Resources

Account/Customer #: none

Contractor Name: Primary Leadership, LLC

EIN#: 20-2123981

Contact Name: Primary Leadership, LLC

Contractor Contact: Mark Cappellino, 615-383-9886

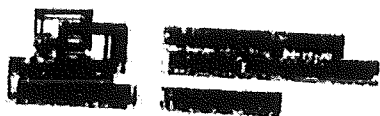
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
1	Creating a Feedback Culture Workshop 9:00am -1:00pm (4 hours) December 15, 2009	\$400/hr	\$1,600

Total due upon receipt **\$1,600**

*Thank you for your confidence and your business!*

*MJ Cappellino*



4  
02031001

**INVOICE**

Tennessee Housing Development Agency  
Accounts Payable  
404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0090  
Attention: Accounts Payable

Invoice Number: 10101  
Invoice Date: February 8, 2010  
Invoice Period: December 17, 2009 – February 5, 2010  
Contract Number: 31620-065-10  
Account Name: Tennessee Housing Development Agency: Human Resources  
Account/Customer #: none  
Contractor Name: Primary Leadership, LLC  
EIN#: 20-2123981  
Contact Name: Primary Leadership, LLC  
Contractor Contact: Mark Cappellino, 615-383-9886  
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
20	Additional Coaching Hours Ridley (2), Brown (2), Smith (1), Mayolo (6), Lucas (3), Halloway (2), Jett (3), Salazar (1)	\$400/hr	\$8,000
1	Overall Organizational Assessment (per contract item A.4)	\$5,000	\$5,000
Total due upon receipt			\$13,000

AM

*Thank you for your confidence and your business!*  
*MJ Cappellino*



**INVOICE**

Tennessee Housing Development Agency  
Accounts Payable  
404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0090  
Attention: Accounts Payable

*CM*

Invoice Number: 10115  
Invoice Date: March 4, 2010  
Invoice Period: February 6, 2009 – March 10, 2010  
Contract Number: 31620-065-10  
Account Name: Tennessee Housing Development Agency: Human Resources  
Account/Customer #: none  
Contractor Name: Primary Leadership, LLC  
EIN#: 20-2123981  
Contact Name: Primary Leadership, LLC  
Contractor Contact: Mark Cappellino, 615-383-9886  
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
16	One-Day Workshop – March 2, 2010 2 facilitators x 8 hours each	\$400/hr	\$6,400
7	Ridley (1), Brown (1), Smith (1), Jett (3), Salazar (1)	\$400/hr	\$2,800

Total due upon receipt **\$9,200**

*Thank you for your confidence and your business!*

*MJ Cappellino*



Post Office Box 120246  
Nashville, Tennessee 37212  
(615) 525 5515

## INVOICE

Tennessee Housing Development Agency  
Accounts Payable  
404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0090  
Attention: Accounts Payable

Invoice Number: 10119  
Invoice Date: April 8, 2010  
Invoice Period: March 11, 2010 through April 7, 2010  
Contract Number: 31620-065-10  
Account Name: Tennessee Housing Development Agency: Human Resources  
Account/Customer #: none  
Contractor Name: Primary Leadership, LLC  
EIN#: 20-2123981  
Contact Name: Primary Leadership, LLC  
Contractor Contact: Mark Cappellino, 615-383-9886  
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
7	Ridley (2), Mayolo (2), Salazar (2), Lucas (1)	\$400/hr	\$2,800

Total due upon receipt **\$2,800**

*Thank you for your confidence and your business!*

*MJCappellino*

Sept. 27, 4:15

- 5) Any document summarizing the total budget/expenditures specifically for the Lender Appreciation events in 2011.

### 2011 Lender Appreciation Events

Feb. 22            Memphis area            Embassy Suites / Grisanti's

Dinner – 3,533.58; beverages – 751.11; gifts - messenger bag and a book  
staff accommodations – 1,229.16

March 10            Nashville area            Maggiano's

Dinner – 3,605.25; beverages - 1,062.70            gifts – messenger bag and a book

March 13            MIG            Crowne Plaza / The Foundry

Dinner - 1,667.50; beverages 907; gifts - duffel bag, blanket and book  
staff accommodations - \$2,540.16

March 14            Knoxville area            Crowne Plaza / The Foundry

Dinner 2,744.60; beverages 310;            gifts - messenger bag and a book  
staff accommodations \$2540.16

Beverage sponsorship \$4,500

Blankets - \$990

Duffels - \$800

Books - \$1,069.20

Messenger bags - \$510

---

### Lender Appreciation Ads

Knoxville -        \$8,318.40

Memphis        \$4,444.20

Nashville –        \$4,000

Murfreesboro    \$1,220

Chattanooga    \$6,497.62

Jackson        \$1,220

Johnson City    \$375

Clarksville      \$1,220

**Sponsor**

CSG	Summit	2006	2,500		
Kutak, Rock	Summit		1,000		
Dan Rosen, Merri	Summit		2,500		
MKeegan	Summit		5,000		
UBS. Baumrin	Summit		0		

SPONSORS	2008 EVENT	PROPOSED	RECEIVED	AMOUNT	T You
KUTAK ROCK	LENDER APPRECIATION DINNER		3/6/2008	\$1,000.00	3/18/2008
Regions	HBEI Peer to Peer		8-Sep	5,000	9/16/2008
Morgan Keegan	LENDER APPRECIATION DINNER				

2009 events					
RBC	LENDER APPRECIATION DINNER		9-Mar	\$1,500	yes
Morgan Keegan	Lender Appreciation			660.64	yes
Citi	Summit			1,000	
2010 Events					
Morgan Keegan	Memphis Lender Appreciation			\$750	yes
RBC	Lender Appreciation \$500 and Summit \$1,000			1,500	Baumrin and Hoeppner
CSG	Lender Appreciation			\$500	more later for Summit
Kutak Rock	Lender Appreciation	500	28-Apr	\$500	LA plus credit to Summ TY 4-28

**2011**

Morgan Keegan	Lender Appreciation	2/11/2011	1,500	Don Peterson
Caine Mitter	Lender Appreciation	2/25/2011	500	

BofA Merrill Lynch	Lender Appreciation	2/25/2011	1,000	Dan Rosen
RBC	Lender Appreciation	3/15/2011	1,500	Michael Baumrin
Kutak Rock	May Board meeting, and more (Summit) 01/xx/11	4/25/2011	2,000 yes	Dave Amsden



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center

1200 Conference Center Boulevard Murfreesboro, TN US 37129

Phone: 615-890-4464 - Fax: 615-216-5442

Check#: 1098-LCAT

Page: 1 of 2

Created: 2/11/2009

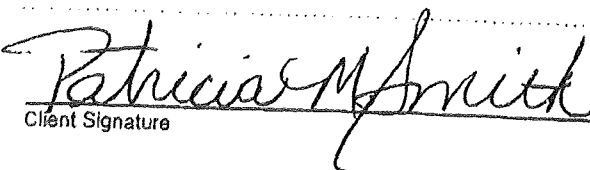
### Banquet Check

<b>Account:</b> TN Housing Development Agency	<b>Event Date:</b> 2/12/2009
<b>Post As:</b> THDA Lender Appreciation Dinner	<b>Contact:</b> Ms. Patricia Smith
<b>Address:</b> 404 James Robertson Parkway Suite 1200 Nashville, TN 37243	<b>Phone:</b> (615) 815-2185
	<b>Fax:</b> (615) 564-2700
<b>Payment Method:</b> Direct Bill all Charges	<b>On-Site:</b> Ms. Patricia Smith
<b>Catering Mgr:</b> TVS	<b>Phone:</b> (615) 815-2185
	<b>Fax:</b> (615) 564-2700

Quantity	Food	Price	Amount
40	Two Entree Dinner Buffet	38.00 Per person	1,520.00
		<b>Subtotal:</b>	1,520.00
		<b>Service Charge %:</b> 22.00	334.40
		<b>Tax %:</b> 9.75	180.80
		<b>Total:</b>	2,035.20

Quantity	Miscellaneous	Price	Amount
1	Standing Podium - set at the front of the room	25.00 per each	25.00
1	Bartender Fee	100.00 each	100.00
		<b>Subtotal:</b>	125.00
		<b>Service Charge %:</b> 22.00	27.50
		<b>Tax %:</b> 9.75	14.87
		<b>Total:</b>	167.37

	Room Rental	Price	Amount
Room:	Pre-Convene B		
Room:	Oakleigh A		
Room:	Oakleigh A		
Room:	Oakleigh A		
	Function: REG		
	Function: DIN	200.00	200.00
	Function: HOST		
		<b>Subtotal:</b>	200.00
		<b>Service Charge %:</b> 22.00	44.00
		<b>Tax %:</b> 9.75	23.79
		<b>Total:</b>	267.79

  
Client Signature

2/12/09  
Date





EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center  
1200 Conference Center Boulevard Murfreesboro, TN US 37129  
Phone: 615-890-4484 - Fax: 615-216-5442

Check#: 1098-LCAT  
Page: 1 of 1  
Created: 2/12/2009

### Banquet Check

<b>Account:</b> TN Housing Development Agency <b>Post As:</b> THDA Lender Appreciation Dinner <b>Address:</b> 404 James Robertson Parkway Suite 1200 Nashville, TN 37243	<b>Event Date:</b> 2/12/2009 <b>Contact:</b> Ms. Patricia Smith <b>Phone:</b> (615) 815-2185 <b>Fax:</b> (615) 564-2700 <b>On-Site:</b> Ms. Patricia Smith <b>Phone:</b> (615) 815-2185 <b>Fax:</b> (615) 564-2700
<b>Payment Method:</b> Direct Bill all Charges <b>Catering Mgr:</b> TVS	

Quantity	Beverage	Price	Amount
7	Bottled Domestic Beer	4.00 bottle	28.00
3	Soft Drinks	3.00 bottle	9.00
Subtotal:			37.00
Service Charge %: 22.00			8.14
Tax %: 9.75			4.40
Total:			49.54

Quantity	Beverage	Price	Amount
36	Premium Well Brands	4.75 drink	171.00
19	Tier 2 Wine		118.75
			289.75
			63.75
			34.47
			43.46
			431.43
			480.97
			480.97

*The Bluffs*

WEDDINGS & CATERING

*Patricia M. Smith*  
Client Signature

*2/12/09*  
Date

# Innium Maxwell House Hotel - Nash

2025 Rosa L. Parks Boulevard Nashville, TN USA 37228  
Phone: (615) 259-4343 - Fax: (615) 254-8727

Check#: 15,126  
Page: 1 of 1  
Created: 2/17/2009

## Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 2/17/2009
Post As: THDA Lender's Appreciation Dinner	Contact: Ms. Patricia Smith
BEO Name: THDA Lender's Appreciation Dinner	Phone: (615) 815-2185
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	Fax: (615) 253-6406
	On-Site:

2/17/2009	5:30pm- 8:15pm	Crown Ballroom	Reception	40	75	0.00
2/17/2009	8:15pm- 8:30pm	Crown Ballroom	Dinner	40	75	0.00

Quantity	Food	Price	SubTotal	Total
75	Dinner Buffet - Three Entrees	39.95 Per person	2,996.25	
	<b>TOTAL FOOD</b>		2,996.25	
	Service Charge: 22.00%		659.18	
	Tax: 9.25%		338.13	
				3,993.56

Quantity	Audio Visual	Price	SubTotal	Total
1	Wired Podium Microphone	35.00 ++ Each	35.00	
	<b>TOTAL</b>		35.00	
	Service Charge: 22.00%		7.70	
	Tax: 9.25%		3.95	
				46.65

Room Rental	Price	SubTotal	Total
Room: Crown Ballroom	Function: RECP		
Room: Crown Ballroom	Function: DIN		
	<b>TOTAL</b>	0.00	
	Room Rental Tax: 9.25%	0.00	
			0.00

Total Charges:	3,031.25
Total Service Charges:	666.88
Total Taxes:	342.08
Grand Total:	4,040.21
Balance Due:	4,040.21

Patricia M. Smith  
Client Signature

2/17/09  
Date

# Innium Maxwell House Hotel - Nash

2025 Rosa L. Parks Boulevard Nashville, TN USA 37228  
Phone: (615) 259-4343 - Fax: (615) 254-8727

Check#: 15,126  
Page: 1 of 1  
Created: 2/17/2009

## Banquet Check

Account: Tennessee Housing Development Agency  
Post As: THDA Lender's Appreciation Dinner  
BEO Name: THDA Lender's Appreciation Dinner  
Address: 404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0900

Event Date: 2/17/2009  
Contact: Ms. Patricia Smith  
Phone: (615) 815-2185  
Fax: (615) 253-6406  
On-Site:

9102

2/17/2009 5:30pm- 6:15pm Crown Ballroom  
2/17/2009 6:15pm- 8:30pm Crown Ballroom

Reception 40 75 0.00  
Dinner 40 75 0.00

### Quantity Beverage

43 House Wine by the Galss

Price	SubTotal	Total
5.25	225.75	
<b>TOTAL BEVERAGE</b>	225.75	
Service Charge: 22.00%	49.67	
Tax: 9.25%	25.48	
Liquor Tax: 15.00%	33.86	
		334.76

75  
11 Imported Beer  
13 Domestic Beer  
3 Assorted Soda  
1 Bottled Water

3.50	38.50
4.00	52.00
2.00	6.00
2.50	2.50
<b>TOTAL BEVERAGE</b>	99.00
Service Charge: 22.00%	21.78
Tax: 9.25%	11.17
	131.95

<b>Total Beverage:</b>	466.71
<b>Total Charges:</b>	324.75
<b>Total Service Charges:</b>	71.45
<b>Total Taxes:</b>	70.51
<b>Grand Total:</b>	466.71
<b>Balance Due:</b>	466.71

396.20

Client Signature

Patricia M. Smith

Date

2/17/09

# Internal Memo



To: Joe Brown, Fiscal Administration  
From: Patricia M. Smith, Public Affairs  
Date: February 23, 2009  
Regarding: Embassy Suites Banquet Check

DIC for  
PAS 08-01

Greetings, Joe,  
Please find attached a copy of the Banquet Check for the Lender Appreciation Dinner held at Embassy Suites Hotel & Conference Center in Murfreesboro on Thursday, February 12, 2009. The tax has been deducted from the overall cost as we are not to pay such. Please issue a check in the amount of \$2550.90 made payable to *Embassy Suites* and mail to Embassy Suites, Murfreesboro - Hotel & Conference Center, 1200 Conference Center Boulevard, Murfreesboro, TN 37129. Please assign the costs to Public Affairs, cost center 14.

Thank you.

2/27/09

# Internal Memo



*Leading Tennessee Home*

**To:** Wayne Beard, Finance  
**From:** Patricia M. Smith, Public Affairs *PKS*  
**Date:** March 4, 2009  
**Regarding:** Millennium Maxwell House Hotel Banquet Check

Greetings, Wayne.  
Please find attached a copy of the Banquet Check for the Lender Appreciation Dinner held at Millennium Maxwell House Hotel in Nashville on Tuesday, February 17, 2009. The tax has been deducted from the overall cost as we are not to pay such. Please issue a check in the amount of \$4,094.33 made payable to *Millennium Maxwell House Hotel* and mail to Millennium Maxwell House Hotel, 2025 Rosa L. Parks Boulevard, Nashville, TN 37228. Please assign the costs to Public Affairs, cost center 14.

Thank you.

*Tender # 1979*

*✓ 03050901*



Ted R. Fellman, Executive Director  
Tennessee Housing Development Agency  
404 James Robertson Parkway, Suite 1200  
Nashville, Tennessee 37243-0900  
www.thda.org

August 4, 2009

MEMO

TO: Joe Brown, Director of Fiscal Administration  
FROM: Laura Sinclair, Director of Single Family Programs  
RE: Request for Payment of \$20,446.29 for Hotel Invoice  
For 2009 HBEI Peer Session

Attached are the invoices and banquet event orders from the Embassy Suites Hotel/Nashville-Cool Springs which was the site for the Tennessee Homebuyer Education Initiative Peer Session held on July 13, 2009. The 2009 Peer Session was an all-day continuing education meeting attended by about 175 certified homebuyer education trainers and affordable housing providers.

Please note that THDA provided the agenda development and meeting coordination. The total bill should be paid using Single Family funds from Cost Center 50.

Regions Bank, Mortgage Investors Group and Guaranty Trust have provided sponsorship assistance for the event. Attached is a Hotel Expense Sheet explaining how those funds should be utilized for 09 Peer Session expenses.

In addition to the use of sponsorship funds, some of the other 09 Peer Hotel expenses should be covered using THDA's NFMC match funds and NFMC Operational Oversight funds. Use of these fund sources also are shown on the Hotel Expense Sheet.

If you have any questions about this request, please you can contact me or Vicki George at 2085. Thank you for your assistance and consideration of this request.

Cc: Ann Salyers

08050904

V= 2504  
CIRA 94892

THDA is an equal opportunity, equal access, affirmative action employer.  
Telecommunications Device for the Deaf (615) 532-2894

**THDA – HBEI 2009 PEER SESSION Hotel Expense Sheet**  
(Please pay Hotel Invoice Total out of Cost Center 50)

**Embassy Suites Hotel Expenses**

Meeting Room Cost:

\$4,581.68	NFMC Dinner (pay from match)
\$3,565.58	Networking Room – HBEI funds
\$659.77	Session Room – HBEI funds
\$259.91	Session Room – HBEI funds
\$259.91	Session Room – HBEI funds
<u>\$7,052.45</u>	Luncheon – HBEI funds
\$16,379.30	<i>THDA sub-total 1</i>
\$ -1,386.84	State Tax
\$14,992.46	<i>THDA sub-total 2</i>
\$ 341.11	Pay with MIG funds
\$15,333.57	<i>THDA sub-total 3</i>
\$ 4,639.04	Pay with Regions Funds
\$ 473.68	Pay with THDA funds
<b>\$20,446.29</b>	<b>THDA Pays-Hotel Invoice Total</b>

Appreciation Beverage Cost:

NP Sleeping Rooms:

HBEI Spk/Stf Sleeping Rooms:

**Sponsorship Funds:**

Regions Bank:	\$5,000.00
MIG:	\$ 500.00
Guaranty Trust:	\$ 250.00
<u>Total</u>	\$5,750.00
Sleeping Rms:	-4,639.04
<u>Sp. Fund Balance</u>	\$1,110.96
Appre. Bev.	- 341.11
<b>Sp. Fund Balance</b>	<b>\$ 769.85</b>

apply to Mixer/exhibit costs Inv. #17546

**HBEI 09 Peer Costs to be paid from SF/HBEI Program Funds\***

\$20,446.29	Total Hotel Expense
<u>-4,581.68</u>	paid with NFMC match funds
\$15,864.61	
<u>-341.11</u>	paid with MIG funds
\$15,523.50	
<u>-4,639.04</u>	paid with Regions funds
\$10,884.46	
<u>-769.85</u>	remaining sponsorship funds
\$10,114.61	HBEI Peer Costs*
<u>2,528.65</u>	NFMC Operational Oversight Funds
<b>\$ 7,585.96</b>	

# Embassy Suites Nashville South

820 Crescent Centre Drive Franklin, TN USA 37067  
Phone: 615-815-5151 - Fax: 615-815-8210

Check#: 17552-GRP

Page: 1 of 1

Created: 7/12/2009

## Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 7/12/2009
Post As: Homebuyers Ed. One-Day Meeting	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	Phone: 615-815-2185
	Fax:
	On-Site: Ms. Vickie George
	Phone: 615-815-2085
form received on 3/23/09	

Quantity	Food	Price	Amount
50	Beef Tenderloin and Chicken	46.95 Per person	2,347.50
150	Coconut Shrimp with a Dipping Sauce- AT STATION	3.25 each	487.50
120	Spanakopita- AT STATION	2.50 each	300.00
90	Strawberries and Brie Canapes- AT STATION	2.25 each	202.50
Subtotal:			3,337.50
Service Charge %: 22.00			734.25
Tax %: 9.25			376.64
Total:			4,448.39

Quantity	Miscellaneous	Price	Amount
1	Table Top Podium- WITH WIRELESS HANDHELD MICROPHONE (Center on the Head Table)	100.00 each	100.00
Subtotal:			100.00
Service Charge %: 22.00			22.00
Tax %: 9.25			11.29
Total:			133.29

Room Rental	Price	Amount
Room: B Ballroom	Function: REC	
Room: B Ballroom	Function: DIN	
Foreclosure Counselor		
Appreciation Dinner		
Subtotal:		0.00
Service Charge %: 22.00		0.00
Tax %: 9.25		0.00
Total:		0.00

Grand Total:	4,581.68
Balance Due:	4,581.68

(NPMC Match Funds)  
- payment source -

Client Signature

Date



# Embassy Suites Nashville South

820 Cresent Centre Drive Franklin, TN USA 37067  
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 17552-GRP

Page: 1 of 1

Created: 7/13/2009

## Banquet Check

<b>Account:</b> Tennessee Housing Development Agency	<b>Event Date:</b> 7/12/2009
<b>Post As:</b> Homebuyers Ed. One-Day Meeting	<b>Contact:</b> Ms. Patricia Smith
<b>Address:</b> 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	<b>Phone:</b> 615-815-2185
	<b>Fax:</b>
	<b>On-Site:</b> Ms. Vickie George
	<b>Phone:</b> 615-815-2085

form received on 3/23/09

Quantity	Beverage	Price	Amount
23	Redwood Creek Chardonnay, White Zinfandel, Merlot, Cabernet and Pinot Noir	5.50 per glass	126.50
15	Premium Brands to Include: Smirnoff, Bacardi, J&B, Seagram's VO, Jim Beam, Suaza Gold and Beefeater	5.00 each	75.00
Subtotal:			201.50
Service Charge %:			22.00
Tax %:			9.25
Liquor Tax %:			15.00
Total:			298.79
4	Imported Beer to Include: Amsel Light, Heineken and Corona	4.75 each	19.00
3	Domestic and Light Beer to Include: Miller Light, Bud Light and Michelob Ultra	4.25 each	12.75
Subtotal:			31.75
Service Charge %:			22.00
Tax %:			9.25
Total:			42.32
Grand Total:			341.11
Balance Due:			341.11

OK!  
State law  
requires payment  
of both taxes.

Beverages for  
Foreclosure Counselor  
Appreciation Dinner

V/G

MIG Sponsor Funds  
— To Pay —

Client Signature

Date

# Embassy Suites Nashville South

820 Cresent Centre Drive Franklin, TN USA 37067  
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 17551-GR

Page: 1 of 1

Created: 7/13/2009

## Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 7/13/2009
Post As: Homebuyers Ed. One-Day Meeting	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway	Phone: 615-815-2185
Suite 1200	Fax:
Nashville, TN 37243-0900	On-Site:
form received on 3/23/09	

Quantity	Food	Price	Amount
175	A Taste of Italy Buffet	28.95 Per person	5,066.25
Subtotal:			5,066.25
Service Charge %: 22.00			1,114.58
Tax %: 9.25			571.73
Total:			6,752.56

Quantity	Miscellaneous	Price	Amount
1	(6) Ft. Table for Awards near the Head Table. Provide Extra Cloths to cover Awards	0.00	0.00
1	Tabletop Podium with Microphone- AT END OF HEAD TABLE	75.00 each	75.00
Subtotal:			75.00
Service Charge %: 22.00			16.50
Tax %: 9.25			8.46
Total:			99.96

Room	Rental	Price	Amount
Room: Junior Ballroom	Function: LUN	150.00	150.00
Subtotal:			150.00
Service Charge %: 22.00			33.00
Tax %: 9.25			16.93
Total:			199.93

*Lunch on Monday*

Grand Total:	7,052.45
Balance Due:	7,052.45

Client Signature

Date

# Internal Memo



*Leading Tennessee Home*

**To:** Joe Brown, Fiscal  
**From:** Patricia M. Smith, Public Affairs  
**Date:** January 27, 2010  
**Regarding:** Lender Appreciation Dinner, Nashville

02011002

Greetings, Joe.

Please issue a check in the amount of \$2,473.00 for the Nashville Lender Appreciation dinner to Maggiano's Little Italy. You have issued a deposit check for \$1,000 previously.

Please give the check to me for delivery at the event February 4.

Please assign these costs to Public Affairs, cost center 14.

Thank you.

Cc: Laura Sinclair/Vicki George

Per Polaris - REQUESTED / CFO APPROVA.

150735448

R 1/28/10



*02091002*

**Tennessee Housing Development Agency**  
**Payment Request Form**

Reset Form

*Please submit form to Fiscal Administration*

Pay To: Maggiano's Little Italy Nashville  
Requested By: Charmaine Wilde  
Date: 2-05-10

Cost Center: 14 Public Affairs

Line	Qty	Item Description	Unit Amt	Ext. Amt.
1	1	Balance of the Nashville Lender Appreciation Dinner	\$2,247.08	\$2,247.08
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00

Total Amount: \$ **\$2,247.08**

Approvals:  
If \$1,000 or more:  
If \$2,000 or more:

*RF 2/8/10*  
*new JWS 2/12/10*

Division Director: *Patricia M. Smith*  
Deputy Director / CFO: \_\_\_\_\_  
Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

Notes / Comments:

The total for the dinner was \$5,720.08. THDA has already paid a \$1,000 deposit. THDA also gave Maggiano's a check for \$2,473 on the night of the event (2-4-10). Bar sponsorship will reimburse THDA the bar tab which was \$1,037.32.

For Fiscal Use Only:

Date Received in Fiscal:

Date Processed:

# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203  
Phone: (615) 514-0280 - Fax: (615) 514-0281

## Banquet Check

Page 1 of 1  
BEO#: 6584

Account Name: Maggiano's Nashville Business 08

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, February 04, 2010	5:15 pm	Lender Appreciation Dinner	Brunello and Corleone	94

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
94	Our Classic Family Style Dinner	40.45	3,802.30	
94	Appetizer Buffet			
				3,802.30
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
20	Super Premium Drinks	8.45	169.00	
4	Call Drinks	6.44	25.76	
5	White Zinfandel, Copperidge	5.63	28.15	
8	Miscellaneous Wine Solarie Chard	28.17	225.36	
6	Miscellaneous Wine Solarie Pinot	30.58	183.48	
5	Miscellaneous Wine Solarie Cab	30.58	152.90	
12	Bottled Premium Beer	4.12	49.44	
6	Bottled Domestic Beer	3.89	23.34	
2	Bottled Water - Small	3.50	7.00	
				864.43
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Microphone with Podium	100.00	100.00	
				100.00

Sales Minimum: 2,000.00

Subtotal:	4,766.73
Service Charge:	953.35
Total:	5,720.08
Deposit:	1,000.00
Balance Due:	4,720.08
Additional Gratuity:	

check

-2,473.00  
\$ 2,247.08  
Page 1 of 1

Client Signature

Date: 2/4/2010

Your opinion matters!  
Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203  
Phone: (615) 514-0280 - Fax: (615) 514-0281

## Banquet Check

Page 1 of 1  
BEO#: 6584

Account Name: Maggiano's Nashville Business 08

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, February 04, 2010	5:15 pm	Lender Appreciation Dinner	Brunello and Corleone	94

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
94	Our Classic Family Style Dinner Appetizer Buffet	40.45		
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
20	Super Premium Drinks	8.45	169.00	
4	Call Drinks	6.44	25.76	
5	White Zinfandel, Copperidge	5.63	28.15	
8	Miscellaneous Wine Solarie Chard	28.17	225.36	
6	Miscellaneous Wine Solarie Pinot	30.58	183.48	
5	Miscellaneous Wine Solarie Cab	30.58	152.90	
12	Bottled Premium Beer	4.12	49.44	
6	Bottled Domestic Beer	3.89	23.34	
2	Bottled Water - Small	3.50	7.00	
				864.43

Sales Minimum: 0.00

Subtotal:	864.43
Service Charge:	172.89
<b>Total:</b>	<b>1,037.32</b>

Balance Due:	1,037.32
Additional Gratuity:	

Page 1 of 1

Client Signature \_\_\_\_\_

Date: 2/4/2010

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

# Internal Memo



*Leading Tennessee Home*

To: Joe Brown / Wayne Dickerson

From: Debby Beard

Date: March 11, 2011

Regarding: check for invoice

*Beard*

*4*

Joe / Wayne –

We recently issued a check (#61121) for \$3,453.45 payable to Maggiano's for food at the 03/11/2011 Nashville Lender Appreciation Dinner. That amount is not correct as we had a sales minimum with them for this event. Please void that check and re-issue a check in the amount of \$4,628.84. Check should be made payable to:

Maggiano's Little Italy  
3106 West End Ave.  
Nashville, TN 37203

*03111101*

I would like to pick up this check as soon as possible so I can deliver it to them. Thank you and call me with questions.

# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203  
Phone: (615) 514-0280 - Fax: (615) 514-0281

## Banquet Check

Page 1 of

BEO#: 812

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 10, 2011	5:30 pm	Lender Appreciation Dinner	Brunello and Corleone	95

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
95	Classic Family Style	37.95	3,605.25	3,605.25

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Podium		0.00	
1	Hand Held Microphone	75.00	75.00	
1		48.59	48.59	
				123.59

Sales Minimum: 4,500.00

Subtotal: 3,728.84

Event Fee: 900.00

Total: 4,628.84

Balance Due: 4,628.84

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

VOID check for 3453.45

3,453.45

Page 1 of 1

Client Signature

Date: 3/10/2011

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.



# Internal Memo



*Leading Tennessee Home*

To: Joe Brown / Wayne Dickerson

From: Debby Beard

Date: March 11, 2011

Regarding: check for invoice

*DB Beard*

4

Joe / Wayne –

Please issue a check in the amount of \$1,062.70 for the beverage service at the 03/11/2011 Nashville Lender Appreciation Dinner. PA has received and deposited sponsorship dollars to cover the cost of this service. Check should be made payable to:

Maggiano's Little Italy  
3106 West End Ave.  
Nashville, TN 37203

03/11/102

I would like to pick up this check as soon as possible so I can deliver it to them. Thank you and call me with questions.

# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203  
Phone: (615) 514-0280 - Fax: (615) 514-0281

## Banquet Check

Page 1 of 1  
BEO#: 8123

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 10, 2011	5:30 pm	Lender Appreciation Dinner	Brunello and Corleone	95

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
	Classic Family Style	37.95		
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
17	gl. rodney strong sauv. blanc	7.24	123.08	
13	gl. copperidge zinf.	5.03	65.39	
10	gl. placido pino grigio	5.63	56.30	
6	gl. solaire pinot nior	7.85	47.10	
15	gl. wb chard.	6.84	102.60	
9	gl. gabbiano	6.84	61.56	
20	wb cab.	7.24	144.80	
13	csm resling	6.04	78.52	
15	Premium Mixed Drink	9.00	135.00	
13	Super-Premium Mixed Drink	10.00	130.00	
12	Domestic Beer	4.50	54.00	
13	Imported Beer	4.95	64.35	
				1,062.70
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Podium		0.00	

Sales Minimum: 4,500.00

Subtotal: 1,062.70

Total: 1,062.70

Balance Due: 1,062.70

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

Page 1 of 1

Client Signature

Date: 3/10/2011

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.



405201003

**Mortgage Investors Event**  
**April 22, 2010**

Items	Quantity	Price	Total
Dinner Buffet	65	30.00	\$ 1,950.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub Total Food			\$ 1,950.00
Bar Charges	1	919.00	\$ 919.00
			\$ -
Sub Total Beverage			\$ 919.00
Minimum F&B Guarantee:			\$ 500.00
Food and Beverage Sub Total			\$ 2,869.00
20% Service Charge			\$ 573.80
Tax			EXEMPT
Total Food and Beverage			\$ 3,442.80
Carver Fee			\$ -
Audio Visual			\$ 450.00
Facility Fee			\$ -
Bartender Fee			\$ -
Miscellaneous Sub Total			\$ 450.00
Tax			EXEMPT
Total Miscellaneous			\$ 450.00
ADDITIONAL TIP			\$ -
Total Charges			\$ 3,892.80
Total Received			\$ -
Amount Due			\$ 3,892.80

REMIT PAYMENT TO  
Gettysvue Polo, Golf & Country Club  
9317 Linksvue Drive  
Knoxville, TN 37922  
865-522-4653 Phone  
865-470-0109 Fax

OK  
PMS  
5/12/10

# Embassy Suites Nashville South

820 Crescent Centre Drive Franklin, TN USA 37067  
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 23520-GRP

Page: 1 of 1

Created: 9/9/2011

## Banquet Check

<b>Account:</b> Tennessee Housing Development Agency	<b>Event Date:</b> 9/8/2011
<b>Post As:</b> Homebuyers Ed. Meeting	<b>Contact:</b> Ms. Vicki George
<b>Address:</b> 404 James Robertson Parkway Suite 1114 Nashville, TN 37243	<b>Phone:</b> 615-815-2085
	<b>Fax:</b>
	<b>On-Site:</b> Ms. Vicki George
	<b>Phone:</b> 615-815-2085

Quantity	Beverage	Price	Amount
156	Redwood Creek Chardonnay, White Zinfandel, Merlot, Cabernet and Pinot Noir	5.50 per glass	858.00
Subtotal:			858.00
Service Charge %:			22.00 188.76
Tax %:			9.25 96.83
Liquor Tax %:			15.00 128.70
Total:			1,272.29
27	Imported Beer to Include: Amsel Light, Heineken and Corona	4.50 each	121.50
45	Domestic and Light Beer to Include: Miller Light, Bud Light and Michelob Ultra	3.75 each	168.75
33	Soft Drinks	2.00 each	66.00
Subtotal:			356.25
Service Charge %:			22.00 78.38
Tax %:			9.25 40.20
Total:			474.83
Grand Total:			1,747.12
Balance Due:			1,747.12

9-9-11

Pay With  
Sponsorship  
- Vicki George  
4-21-11

Client Signature

Date

The Bluffs

Operations Use Only

Vendor: Embassy Suites  
Address: 820 Crescent Ctr. Dr.  
Franklin, TN 37067  
Phone: 615-515-5151  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_



**Purchase Order**

12-0404

Tennessee Housing Development Agency  
404 James Robertson Pkwy Ste 1200  
Nashville, TN 37219  
(615) 815-2200

**PO # Must be on Invoice!**

Division: Public Affairs

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
	HBEI hotel bill (dated 9-11-11)				<del>\$43,459.90</del>
					42,527. <sup>61</sup>
					( See attached )

**THDA is exempt from sales tax. A form will be provided upon request by Operations.**

**Comments:**

TO: Patricia Smith 9-26-11  
TO: Trent Ridley 9-26-11  
TO: Ted Fellman \_\_\_\_\_  
TO: Linda Jones \_\_\_\_\_

Total ~~\$43,459.90~~

42,527. <sup>61</sup>

**\*Must Have Part No.\***

Date:

9-26-11

9-26-11

9/28/11

Requested by: Lisa Crowell

Division Director: Patricia M. Smith

Over \$1,000 -CFO: [Signature]

Over \$2,000-Ex Director: [Signature]

Operations Use Only:

Buyer: \_\_\_\_\_

**Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.**

Operations Use Only

Vendor: Maggiano's

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**Purchase Order**

12-1057

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

*3-6-12*

**PO # Must be on Invoice!**

Division: Single Family

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
	Balance for lender appreciation dinner, not including alcohol				3154.00
	Contract # 31620-00107				

**THDA is exempt from sales tax. A form will be provided upon request by Operations.**

Total 3154.00

**Comments:**

We need a check for this. ~~██████████~~ Maggiano's requires that we pay the balance at the time of the meal. Alcohol invoice will come later.

*Please give the check to Rachel.*

**\*Must Have Part No.\***

Requested by: Rachel Agee

Division Director: Patricia M Smith

Over \$1,000 -CFO: [Signature]

Over \$2,000-Ex Director: [Signature]

Date:

3/5/12

3/5/12

3-5-12

Buyer: \_\_\_\_\_

Operations Use Only:

**Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.**

# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203

Phone: (615) 514-0280 - Fax: (615) 292-2085

Page 1 of 1

## Banquet Check

BEO#: 10332

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 15, 2012	5:30 pm	Lender Appreciation Dinner	Ballroom	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
120	Classic Family Style	37.95	4,554.00	4,554.00
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Microphone with Podium	100.00	100.00	100.00

Sales Minimum:	5,000.00
----------------	----------

Subtotal:	4,654.00
-----------	----------

Event Fee:	1,000.00
------------	----------

Total:	5,654.00
--------	----------

Deposit:	2,500.00
----------	----------

Balance Due:	3,154.00
--------------	----------

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

Page 1 of 1

Date: 3/1/2012

Client Signature

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN 37203  
Phone: (615) 514-0280 - Fax: (615) 292-2085

BEO #: 10,332

Page: 1 of 2

V.I.P. Member

## Banquet Event Order

<b>Account:</b> Maggiano's Nashville Business	<b>Event Date:</b> Thursday, March 15, 2012
<b>Post As:</b> Tennessee Housing Development Agency	<b>Contact:</b> Ms. Patricia Smith
<b>Address:</b>	<b>Phone:</b> 615-815-2185
	<b>Fax:</b> 615-564-2700
	<b>On-Site:</b>
<b>Deposit:</b> \$2,500.00	<b>Sales Rep:</b> Kelly Kaplan
<b>Sales Min:</b> 5,000.00	

An event fee and applicable state and local taxes will be added to all food and beverage charges.

Date	Time	Room	Function	Set-up	AGR	GTD	SET
Thursday, March 15, 2012	5:30 pm - 9:30 pm	Ballroom	DIN	RD	120		

### Beverage

Room: Ballroom

Function: DIN

#### Host Bar on Consumption

Serve: 5:30 pm - to 9:30 pm

- Standard Mixed Drink at \$6.04 per drink
- Premium Mixed Drink at \$7.24 per drink
- Super-Premium Mixed Drink at \$8.05 per drink
- Standard Martini at \$8.05 per drink
- Premium Martini at \$9.26 per drink
- Super-Premium Martini at \$9.86 per drink
- Pomegranate Martini at \$8.85 per drink
- Mojito at \$8.85 per drink
- Lemon Drop at \$8.85 per drink
- Primo Margarita at \$8.85 per drink
- Mulberry Street at \$8.85 per drink
- Cosmopolitan at \$8.85 per drink
- Domestic Beer at \$4.58 per drink
- Imported Beer at \$5.03 per drink
- Assorted Fruit Juices at \$2.50 each
- Bottled Water - Small at \$3.50 per bottle
- Bottled Water - Large at \$6.00 per bottle

### Setup and AV

Room: Ballroom

Function: DIN

### Menu

Room: Ballroom

Function: DIN

#### Classic Family Style

Serve: 5:30 pm - to 9:30 pm

#### \*\*\* FIRST COURSE \*\*\*

- Freshly Baked Bread
- Crispy Zucchini Fritte
- Spinach & Artichoke al Forno
- Maggiano's Salad
- Spinach Salad

#### \*\*\* SECOND COURSE \*\*\*

- Mom's Meat Lasagna with Meat Sauce
- Bowtie Aglio
- Chicken Parmesan
- Balsamic-Glazed Salmon
- \*\*\* THIRD COURSE \*\*\*
- Chocolate Zuccotto Cake

Tiramisu

Freshly brewed Regular and Decaffeinated Coffee, Hot Tea, Iced Tea and Sodas

120 people @ \$37.95 Per person

A final confirmation of the Total Guest Count is required by 1:00 p.m., three business days prior to the Function. This number will be considered final and charges will be made accordingly. Otherwise, the Total Guest Count listed on your Banquet Function Contract will be considered the final count.

Signature

Date

Printed: 3/1/2012

Page: 1 of 2

BEO #: 10,332

Post As: Tennessee Housing Development Agency

Event Date: Thursday, March 15, 2012



# Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203

Phone: (615) 514-0280 - Fax: (615) 292-2085

Page 1 of 1

BEO#: 10332

## Banquet Check

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 15, 2012	5:30 pm	Lender Appreciation Dinner	Brunello and Corleone	90

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
90	Classic Family Style	37.95	3,415.50	3,415.50
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
7	Premium Mixed Drink	9.00	63.00	
22	Super-Premium Mixed Drink	10.00	220.00	
5	White Zinfandel, Copper Ridge	5.03	25.15	
4	Pinot Grigio, Placido "Primavera"	6.04	24.16	
6	Chardonnay, Robert Mondavi Private Selection	7.04	42.24	
6	Pinot Noir, Estancia	7.85	47.10	
1	Red Blend, Ruffino Salute Amico	7.04	7.04	
5	Merlot, Red Diamond	7.44	37.20	
6	Cabernet Sauvignon, Robert Mondavi "Woodbridge"	6.04	36.24	
14	Domestic Beer	4.58	64.12	
19	Imported Beer	5.03	95.57	
				661.82
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Microphone with Podium	100.00	100.00	100.00

Sales Minimum: 4,000.00

Subtotal: 4,177.32  
Event Fee: 835.46

Total: 5,012.78

Deposit: 2,500.00

Balance Due: 2,512.78

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

Page 1 of 1

Client Signature

Date: 3/15/2012

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

**Wayne Dickerson**

---

**From:** Charmaine J. Wilde  
**Sent:** Friday, March 16, 2012 10:23 AM  
**To:** Wayne Dickerson; Wayne Beard  
**Subject:** Maggiano's Check

Hi Wayne's,

We had some last minute cancelations for the Lender Appreciation Dinner at Maggiano's so the check I took with me to pay for the balance of the event was too high. If you could provide a new check with the lesser amount of \$2512.78. I will exchange the new check for the old, higher value one.

Thanks,

Charmaine Wilde  
Publications Coordinator  
Tennessee Housing Development Agency  
[cwilde@thda.org](mailto:cwilde@thda.org)  
(615) 815-2183



Tennessee Housing  
Development Agency  
*Leading Tennessee Home*

404 James Robertson Parkway, Ste 1200  
Nashville TN 37243-0900  
Phone: (615) 815-2200

U.S. BANK  
87-5/640

VOID AFTER 60 DAYS

62284

PAY THREE THOUSAND ONE HUNDRED FIFTY FOUR AND 00/100 DOLLARS

TO THE  
ORDER OF

DATE  
03/06/2012

AMOUNT

\$3,154.00

MAGGIANO'S LITTLE ITALY  
OF NASHVILLE  
3106 WEST END AVENUE  
NASHVILLE TN 37203

*Ted R. Zellmer*  
AUTHORIZED SIGNATURE

⑈062284⑈ ⑆064000059⑆ 151203671830⑈

INVOICE #  
12-1057

0

DATE  
03/06/2012  
PA  
INVOICE# 12-1057

PO

INVOICE AMOUNT  
\$3,154.00

VENDOR # 2565 CHECK # 62284 CHECK DATE: 03/06/2012 NET: \$3,154.00  
MAGGIANO'S LITTLE ITALY OF NASHVILLE

THDA

**usbank.****SinglePoint**

## Information Reporting

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## Positive Pay

## LaunchPoint

## Personal Settings

## Help With SinglePoint


## Customer Service



Good Afternoon, WAYNE DICKERSON Friday, March 16, 2012 Last visit: Fri. 03/16/12, 01:49 PM CDT from Tennessee, US

[Help with this page](#)[Logout](#)**History Detail****Manual Input**

Item history details are listed below. To sort, click a column header.

User: W. DICKERSON  
Process Date: 03/16/2012  
Time: 01:55 PM CDT  
Issues: 0 Issues Amount: \$0.00  
Cancels: 1 Cancels Amount: \$3,154.00

 [Printable Format](#)

Account Number / Account Name	Check Number	Amount	Status 	Date	Transmit Time 
151203071830 THDA Mortgage Funding Account	82284	\$3,154.00	Cancel	03/16/2012	03/16/2012 02:50 PM CDT

VOID  
# 315400  
L



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# INVOICE

TN HOUSING DEVELOPMENT AGENCY  
Attn: PATRICIA M. SMITH  
404 JAMES ROBERTSON PKWY  
NASHVILLE, TN 37243

2012 HBEI  
Plan and  
Foreclosure  
Prevention  
Session

PAGE 1 T4301 - TN HOUSING DEVELOPMENT AGENCY

STATEMENT CLOSING DATE: 7/19/2012

DATE	AR TRANS	FOLIO	DESCRIPTION	DEBITS	CREDITS	BALANCE
6/2/2012			BEGINNING BALANCE	\$0.00	\$0.00	\$0.00
7/17/2012	2011386	508035	# House H1642 [RTD FR TN. HOUSING DEVEL	\$48,039.69	\$0.00	\$48,039.69
7/18/2012	2011961	501069	# Grp THD [RTD FR TN HOUSING-RL:RCPT A]	\$6,063.12	\$0.00	\$54,102.81

Note:  
Payment  
from  
contract

OK! plus  
sleeping  
room  
cost

See  
attached  
for revised  
508035 folio  
total of  
\$ 44,099.72  
# 44,099.72  
premeetings  
+ food

Simply Half

new  
total to pay  
→ \$50,162.84

BALANCE DUE \$54,102.81

QUESTIONS CONCERNING THIS ACCOUNT?  
CALL: KATIE GARRISON \*\*ACCOUNTING MGR\*\*  
615-515-5198

CURRENT	31-60	61-90	91-120	121-150	Over 150
\$ 54,102.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Check#: 25458-GRP

Page: 1 of 1

Created: 7/16/2012

## Banquet Check

Account: Tennessee Housing Development Agency  
Post As: TN Housing Development: Homebuyers Ed. Meeting  
Address: 404 James Robertson Parkway  
Suite 1200  
Nashville, TN 37243-0900

Event Date: 7/16/2012  
Contact: Ms. Vicki George  
Phone: 615-815-2085  
Fax:  
On-Site: Ms. Vicki George  
Phone: 615-815-2085

*The Bluffs*  
*and Sponsorship*

Quantity	Beverage	Price	Amount
134	Copperridge Chardonnay, White Zinfandel, Cabernet and Merlot	6.00 per glass	804.00
Subtotal:			804.00
Service Charge %:			22.00 176.88
Tax %:			9.25 90.73
Liquor Tax %:			15.00 120.60
Total:			1,192.21
31	Imported Beer to Include: Heineken and Corona	5.00 each	155.00
20	Domestic and Light Beer to Include: Miller Light, Bud Light and Michelob Ultra	4.00 per bottle	80.00
Subtotal:			235.00
Service Charge %:			22.00 51.70
Tax %:			9.25 26.52
Total:			313.22

Grand Total:	1,505.43
Balance Due:	1,505.43

**POSTED**  
7-16-12  
*rac*

*KL*  
*8-1-12*

Client Signature

Date

# Internal Memo

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**To:** Wayne Beard, Finance \_\_\_\_\_

**From:** Patricia M. Smith, Public Affairs \_\_\_\_\_ 

**Date:** September 10, 2012 \_\_\_\_\_

**Regarding:** Beverage Fund Allocation / May Board Meeting

Wayne,

This is an accounting of the funds raised for beverages at THDA events.

I solicited sponsorship dollars from various partners in support of the receptions to be held in conjunction with the Lender Appreciation dinners and the May Board meeting.

I received:

\$1,500	Morgan Keegan
\$1,500	Citi – who wished to leverage this against an additional \$1,500 to be a Silver Sponsor for the Governor's Housing Summit
\$ 500	Caine Mitter
\$1,500	RBC Capital Markets
<u>\$ 500</u>	Mike Fearnly (Board meeting-specific)
<u>\$5,500</u>	

The beverage costs for the Lender Appreciation receptions totaled \$2,614.71, leaving a balance of \$2,885.29. The beverage costs plus \$500 for a band for the May Board Meeting reception total \$1,287.03. Please issue a check for \$3,840.18 to cover the beverages, band and reception food to reimburse the Memphis Land Band, which coordinated the May events. In the memo section please note Beverages Sponsored.

Please let me know if you have any questions. Thank you.

# **Internal Memo**



**To:** THDA Fiscal  
**From:** Lindsay Hall  
**Date:** September 27, 2012  
**Regarding:** Sponsorship funds - HBEI

For your review, following is a summary of fund allocations for HBEI peer sessions and HBEI certification training sessions from 2010-2012

## HBEI Peer Session 2010 (FY 2010-2011)

Financial sponsorships were collected for the 2010 HBEI Peer Session in the amount of \$17,000 from 11 originating partners. These funds were collected to pay expenses related primarily to the reception provided for the attendees. These same partners sponsored booths at the reception to meet, greet and engage the attendees. The sponsorship funds paid for food, beverages, activities and awards provided at the reception. Any remaining funds were used to offset hotel accommodation expenses.

## HBEI Peer Session 2011 (FY 2011-2012)

Financial sponsorships were collected for the 2011 HBEI Peer Session in the amount of \$13,000 from 7 originating partners. These funds were collected to pay expenses related primarily to the reception provided for the attendees. These same partners sponsored booths at the reception to meet, greet and engage the attendees. The sponsorship funds paid for food, beverages, activities and awards provided at the reception. Any remaining funds were used to offset hotel accommodation expenses.

## HBEI "Train the Trainer" Certification Training

A \$5,000 grant was awarded to THDA by Wells Fargo to assist in the development of Homebuyer Education activities and training. The grant awarded was used to offset the hotel expenses of the March 2012 HBEI "Train the Trainer" week-long certification training.

## HBEI Peer Session 2012 (FY 2012-2013)

Financial sponsorships were collected for the 2012 HBEI Peer Session in the amount of \$15,500 from 8 originating partners. These funds were collected to pay expenses related primarily to the reception provided for the attendees. These same partners sponsored booths at the reception to meet, greet and engage the attendees. The sponsorship funds paid for food, beverages, activities and awards provided at the reception. Any remaining funds were used to offset hotel accommodation expenses.

Please feel free to contact me directly if you have any further questions regarding the allocation of sponsorship funds.



**I. HBEI Peer Session--August 2010**

2010 Sponsorships

(Offset reception costs, trainer sleeping rooms & misc. costs)

1. Regions	\$	5,000.00
2. Wells Fargo	\$	2,000.00
3. US Bank	\$	2,000.00
4. Mortgage Investors Group	\$	1,000.00
5. Guaranty Trust	\$	1,000.00
6. Farmers and Merchants	\$	1,000.00
7. Fifth Third	\$	1,000.00
8. First Community	\$	1,000.00
9. Community Mortgage	\$	1,000.00
10. Franklin American	\$	1,000.00
11. Bank of America	\$	<u>1,000.00</u>
<b>Total</b>	\$	17,000.00

**II. Train the Trainer—March 2011**

i. Regions Bank	\$	5,000.00
ii. US Bank Home Mortgage	\$	2,000.00
iii. Wells Fargo Home Mortgage	\$	2,000.00
iv. First Community Mortgage	\$	1,000.00
v. Guaranty Trust	\$	1,000.00
vi. Mortgage Investors Group	\$	1,000.00
vii. SunTrust Mortgage	\$	<u>1,000.00</u>
	\$	13,000.00

**III. HBEI Peer Session—July 2012**

2012 funds provided through lender sponsorships

Regions	\$	5,000.00
Wells Fargo	\$	2,000.00
U.S. Bank	\$	2,000.00
MIG	\$	2,000.00
First Community	\$	2,000.00
Guaranty Trust	\$	1,500.00
Element Funding	\$	500.00
Pinnacle Bank	\$	<u>500.00</u>
	\$	15,500.00